

USE OF PRIVATELY OR EMPLOYEE-OWNED TOOLS OR EQUIPMENT

1759

(No. 28 September 2000)

POLICY/PROCEDURE:

1. The use of privately-owned or employee-owned tools or equipment to perform state work, including work for local agencies under CAL FIRE management or supervision, is prohibited except as follows:
 - a) Small tools or equipment may be authorized for specialized work or projects by the Supervising Battalion Chief or Division Chief in a unit and the Construction Supervisor at Region Headquarters subject to the following conditions:
 - b) Tools or equipment shall be inspected by Battalion Chief or Division Chief prior to use by employee.
 - c) All safety devices provided by the manufacturer shall be in place and in good working order.
 - d) The manufacturer's operation and safety instructions shall be available to ensure proper use.
 - e) Tools or equipment shall only be used with the owner's permission.
 - f) Supervisors are accountable for ensuring that all privately or employee-owned tools and equipment are used according to the manufacturer's operational and safety instructions, with all required ancillary safety equipment such as approved eye protection, gloves, etc.
 - g) Privately or employee-owned tools and equipment shall be authorized for the minimum amount of time necessary to complete a specific task or project.
 - h) Employees shall not be required or solicited to provide privately or employee-owned tools or equipment.
 - i) Employees will demonstrate and/or provide proof of proficiency in the knowledge, skill, and ability necessary to safely operate the equipment.
2. Tools or equipment rented from a private equipment rental company, subject to the following conditions:
 - a) All safety devices provided by the manufacturer shall be in place and operational.
 - b) The manufacturer's operation and safety instructions shall be available to ensure proper use.

- c) Mobile equipment shall be inspected to CAL FIRE Hired Equipment standards for safety and maintenance prior to use.
- d) Rental tools and/or equipment shall only be operated by personnel trained to safely operate such equipment.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)